# Massachusetts Department of Environmental Protection
# 2012 Recycling Processor Report

## INSTRUCTIONS and DEFINITIONS

***PLEASE RETURN COMPLETED REPORT BY FEBRUARY 15, 2013***

You can complete the form electronically in Microsoft Word and submit it via email to John Fischer at john.fischer@state.ma.us.  You can find the form online at http://www.mass.gov/eea/agencies/massdep/service/approvals/recycling-processor-report.html.

You can submit your Recycling Processor Report online via eDEP at: https://edep.dep.mass.gov/DEPHome.aspx. eDEP requires a one-time online registration that should take no more than 10 minutes.  If you have registered before, you do not need to do so again.  Instructions for filing via eDEP follow the General Form Instructions below. If you have questions about using the eDEP system, please contact Erica Sandler at 617-292-5514.

For questions on completing the Recycling Processor Report, please contact John Fischer at MassDEP by phone at 617-292-5632 or via email at John.Fischer@state.ma.us.

***PLEASE NOTE: This report includes all MSW and C&D recyclable materials on one form.***

**General Form Instructions:**

1. Please report tonnage received from Massachusetts sources only in the calendar year period of January 1, 2012 through December 31, 2012.

2. Please report all quantities in TONS.

3. **All Material Types Are Mutually Exclusive. Please do not report the same tonnage in more than one category**. For example, if you process 4,000 tons of wood, and 2,000 tons went to wood for fuel, and 2,000 tons were C&D wood recycled, you would report these tonnages separately.

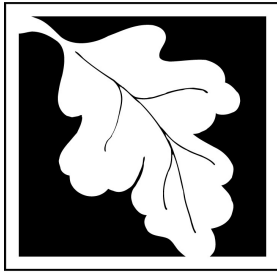   | **Correct** | | **Incorrect** | |
   |---|---|---|---|
   | C&D Wood | 2,000 tons | C&D Wood | 4,000 tons |
   | Wood for fuel | 2,000 tons | Wood for fuel | 2,000 tons |

4. In order to avoid double counting, please do not report tonnage received from other processors. (For example, do not report any tonnage received from a Material Recycling Facility (MRF), since that material is already counted in that facility's report.  However, any material received via direct haul from a generator should be counted.)

5. If specific tonnage by material is unavailable, please report the total waste processed and the estimated amount by each material.  (For example, if you recycled 10,000 tons of material total, and estimate that 75% of that material was metal and 25% was asphalt, brick, and concrete (ABC), please report 7,500 tons metal and 2,500 tons ABC.) eDEP Instructions:
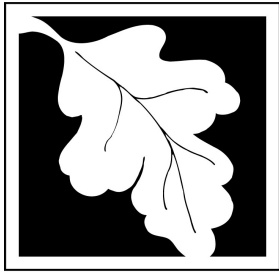
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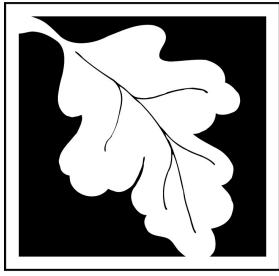
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1. Go to https://edep.dep.mass.gov/DEPHome.aspx to access eDEP.  "What is eDEP and other FAQs?" is included on this page as well as other helpful information.  Also, there are links to descriptions and instructions as well as pop-up information provided throughout the eDEP system.

2. Login with your Username and Password or click New User to go to *User Registration*.  If you have previously filed through eDEP, but do not remember your Username or Password, you may create a new account as a new user.

3. If you are a new user you should complete the information as instructed on the *User Registration* page.  Login and security information is requested in order for MassDEP to create your account. Username is requested first, then Nickname, followed by Password.  Your Nickname will allow you to share your eDEP files with others (while in eDEP, click Nickname for more detail).  All fields must be completed in order for MassDEP to set up your account.  Complete registration by clicking Create My New Account.

4. Upon login or creation of new account, you will be directed to the *My eDEP* page.  A listing of all current transactions will be listed on this screen.  If you are a new user, no transactions will be listed.

5. To access the Recycling Processor Report form, utilize the "Forms" drop down menu located within the green bar along the top of the *My eDEP* page.  Recycling Processor Report Forms can be found under "Business Sectors", "Waste & Recycling" or "All Forms".  Scroll to locate the report.  Click Start Transaction when you are ready to begin completing form.

6. You will be directed to the *Transaction Overview – Forms* page.  Please note the small green triangle on the right of the screen that points to "Forms".  This informs you of where you are in the process.  To access the report, click either "Recycling Processor Report" or Next.  It will take a few seconds for the report form to load.

7. On the top right of the report form, you will note six blue boxes.  These boxes function as follows:

   - Save – saves work periodically while completing the form. You should save work regularly.
   - Save and Exit – saves work and exits the form. You should use this if you need to step away from the computer and the report is not ready to be submitted.  You can return to the report form at next login as all current transactions will appear on *My eDEP* upon login.
   - Validate – validates entered data.  You should use this when the form is completed and ready for submission.  There is also a Validate box at the end of the report form that can be clicked when completed. Validate will check the report form for errors, such as required fields left blank and formatting errors, and provides you with the opportunity to complete or correct those fields.

- Print – prints a copy of the report form with information entered by user. When the report form is completed, you should print a copy for your records as data entered into the report form can not be saved to your computer.
- Clear – clears information entered into the report form. If pressed in error, click cancel to exit the report form. The previously saved version can be retrieved from *My eDEP – Transactions* page.
- Cancel – exits the report form. Any changes made to the form since the last save will not be applied.

8. Enter information into the report form. You should click Save regularly to save entered information. Most fields are required. Please note that the "Total of all material recycled or diverted" field in Section D will fill in automatically with total tonnage based on tonnage entered for materials.

9. After all information is entered, click Validate. Validate will notify you of missing information or validation errors. You can correct errors by clicking Click to Correct Errors. When all errors are corrected, you should again Validate the report form.

10. Upon successful validation and completion of the Recycling Processor Report form, and the Recycling Processor Report Form Attachment Material Specific Information form if applicable, you will be directed to *My eDEP – Transaction Overview* page. A green check will show in the first column on the left beneath the column header "errors checked/validated". A small green triangle on the right side of the screen points to "Forms." Again, this is informing you of where you are in the process.

11. When the form is completed, it will need to be signed. Click either Signature located in upper right of screen or Next in lower right of screen to reach signature page. The green triangle will now be pointed at "Signature." Section C checkbox should be checked; the name completed in box should match the name completed in Certification Section C.1. of report form and the date will fill in automatically as current date. When completed, you should click I accept.

12. Upon completion of the signature page, you will be directed to *My eDEP – Transaction Overview* screen. The green triangle will now be pointed at "Forms" again as you are provided with options for the report form: Print Transaction, Delete Transaction and/or Share Transaction.

13. Now that the signature page is completed, the report form can be submitted. Click Submit or Next. You will be directed to *Transaction Overview – Review and Submit your Transaction* screen. The green triangle will now be pointed at "Submit." Please note your email address in the top box. This is the email address that MassDEP will send the confirmation of receipt of your eDEP filing. You have the option of entering additional email addresses in the second box if interested in having confirmation of receipt emailed to others. When completed, click Submit.

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14. Upon successful submission, you will be directed to the *Receipt* page.  It is recommended that you click Print Receipt for a copy of transaction information that includes transaction number, date and time submitted and other pertinent information.

15. To review or print the transaction, you can click either <u>My eDEP</u> or Exit to be directed to *My eDEP* page.  You should then click <u>Download</u> to access a copy of the completed report form then click Download Copy, followed by clicking on the print icon.

16. To review or print past transactions, you must login to eDEP.   This will direct you to the *My eDEP* page.  All current eDEP transactions will be listed on this page.  You should follow the step above to review or print the desired transaction.
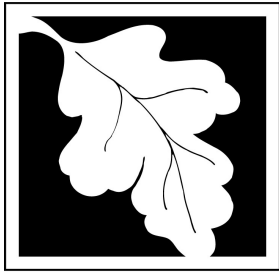
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**Definitions:**

*Asphalt Paving, Brick and Concrete (ABC):* Paving or building material normally used in construction activities

*Asphalt Roofing Shingles:* Roofing shingles sent for recycling.

*Carpet:* Used carpet from construction and demolition projects sent for recycling

*Ceiling Tiles:* Ceiling tiles from both residential and commercial construction.

*Co-Mingled Materials*: materials such as glass, plastic, metal and paper, that are collected and received mixed together.

*Disposal:* means the final dumping, landfilling or placement of solid waste into or on any land or water or the incineration of solid waste.

*Diversion:* means other uses for materials other than disposal, including recycling, wood used as fuel (not including material sent to municipal waste combustors), and grading and shaping or cover material for landfills.

*Electronics:* all consumer electronics.

*Glass:* includes all containers, packaging, and glass found in appliances, furniture and plate glass.

*Gypsum Wallboard*: Gypsum wallboard from C&D activities sent for recycling.

*Metals – Non-C&D:* ferrous and non-ferrous metals derived from used appliances, residential scrap metal, manufacturing processes, aluminum, and beverage and other steel/tin cans. Does not include automotive metals or C&D materials (such as aluminum siding, wiring and piping)-please report this tonnage under *Metal-C&D)*, or industrial metals.

*Metals – C&D:* metal from construction and demolition debris, such as rebar, aluminum siding, and piping.

*Organics - Food Waste:* includes uneaten food, food preparation scraps from residences and commercial establishments (restaurants, supermarkets and produce stands), institutional sources (school cafeterias) and employee lunchrooms.

*Organics - Yard Waste:* deciduous and coniferous seasonal deposition (e.g., leaves), grass clippings, weeds, hedge clippings, garden materials, but not brush, stumps and other wood.
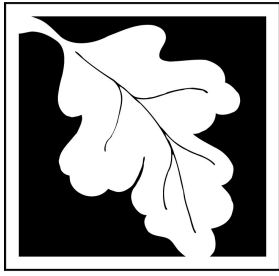
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## INSTRUCTIONS and DEFINITIONS

*Paper – Except Cardboard:* includes magazines, newspapers, office paper, telephone directories, mixed paper, and other paper products including books, third-class mail, commercial printing, paper towels, paper plates and cups.

*Paper - Cardboard:* includes all old corrugated containers.

*Plastic:* includes all types of plastics from packaging, food containers, beverage containers, bags, wraps, and plastics found in appliances, furniture, and sporting and recreational equipment.

*Processors:* refers to intermediate operators that handle recyclable materials from collectors and generators for the purpose of preparing materials for recycling (MRFs, scrap metal yards, paper dealers and glass beneficiation plants). Processors act as an intermediary between collectors and end users of recyclable materials.

*Recycling:* series of activities by which discarded materials are collected, sorted, processed and converted into raw materials and used in the production of new products. Excludes the use of materials as a fuel substitute for energy production.

*Textiles:* includes fiber from apparel, furniture, linens (sheets and towels), rugs, and footwear.

*Tires – Non-Fuel:* Tires from automobiles and trucks, but does not include tires that are chipped for energy recovery.

*Tires - Fuel:* Tires that are sent to Waste to Energy Facilities to be used as fuel.

*Wood – Non-fuel:* new lumber, particle board, pallets or wood from construction and demolition waste recycled into mulch, particle board, or other uses. Does not include wood from land clearing or wood sent for fuel.

*Wood For Fuel:* new or used lumber, C&D Wood, or wood waste that is sent to power plants for energy recovery (not including wood sent to municipal waste combustors).

*Other:* Other materials recycled such as mattresses, Household Hazardous Waste, Bulky Waste, oil filters, fluorescent tubes.